Slides: TSS Windows Filing System and Windows Explorer.pptx

Handouts:

1. TSS HO-Windows Filing System and Windows Explorer Slides Notes.docx
2. HO-Windows Explorer Practice - Vista and Windows 7.pdf
3. HO-How to transfer files from USB to Desktop.doc

Give out handout 1. Point out space to make notes.

Show PP **slides 1-4**

Get them to Start Win Explorer. Repeat what I had on slide 4

* How to start
* Path, Menu, Toolbar area
* Nav pane, single click triangles to expand, single click text to display contents
* Contents pane, Single click select, double click open, right click for menu

**Slides 5-8**

Drives / Folders / Files. Demo each and get them to click the text and the triangle to see the difference. Also to double click a folder in the contents pane.

**Slide 9** - Do Quiz

Discuss any issues so far

**Slides 10**. Discuss. Then get them to open WE and do the tricks

* S.l.o..w double clicking name allows editing
* Watch the tag text on the cursor
* Menu Organise, Layout to show/hide bars
* The Navigation pane view is changeable.   
  Large Icons or Details are the most useful
* Details view has sorting buttons
* Never forget Right Click and Undo

**Slide 11**. Discuss / demo. Then get them to do

* Selecting a range of items (files and/or folders)
  + Method 1: Starting in a vacant area, drag over the items
  + Method 2: Click the first item, then hold down a Shift key and click the last item.
* Selecting random items: Click the first item, then hold down the ‘Ctrl’ key and click the rest of the items.
* Deselect an item: Hold down the ‘Ctrl’ key and click the item.
* Deselect ALL selected items: Click in any vacant area or on another item

**Slide 12**. Copying and Moving Files

|  |  |  |
| --- | --- | --- |
|  | If on the **same drive** | If to a **different drive** |
| To **Copy** files &/or folders | Hold down the **‘Ctrl’** key then **Drag & Drop** to new location | **Drag & Drop** to new location |
| Right Click target, select **Copy**  then Right Click destination, select **Paste** | |
| To **Move** files &/or folders | **Drag & Drop** to new location | Hold down a **‘Shift’** key then **Drag & Drop** to new location |
| Right Click Target, select **Cut**  then Right Click destination, select **Paste** | |

**Slide 13** File Extensions – discuss

**Slide 14** Favourites

Get them to create some Favourites

**Slide 15** Libraries

**Slide 16** Shortcuts

Get them to create a shortcut on the desktop

**Slide 17** Summary

Give out

Handout 2. Get them to do those tasks at home for practice

Handout 3. Transfer to-from USB